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| THE UNIVERSITY OF TENNESSEE | *ut* |
| **Health Science Center** |
| **Information Technology Services**  **PROJECT MANAGEMENT OFFICE** Lamar Alexander Building 877 Madison Ave, Room 620A Memphis, TN 38163 Tel: (901) 448-8040 Fax: (901) 448-8199 | |

**Stage Gate Review**

**Project Execution and Monitoring/Control Checklist**

Do not proceed to the next stage unless the answer to all questions below is “Yes” and all key outputs are completed.

1. **PROJECT CONTROL**

Have all major project changes been vetted, approved, and documented?

Are the project logs (change, decision, issue, and risk) and other documents up-to-date?

Are variances to scope, schedule, and cost tracked based on established metrics?

1. **DELIVERABLES**

Has all contractual work been completed?

Have all project deliverables been validated for completeness and correctness?

Have all project deliverables been formally accepted by the project sponsor?

1. **KEY OUTPUTS**

Updated logs (change, decision, issue, and risk)

Completed and correct deliverables

Formal acceptance of completed, correct deliverables (can be done via email)

Updated project documents